

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

EXEMPT JOB DESCRIPTION QUESTIONNAIRE

Job Title: Physician-Psychiatrist Date: August 3, 1998
Reports to: Medical Director Range: PH 8
Approval: Director, Human Resources Job # PS2001

POSITION SUMMARY Briefly describe the primary purpose of this job and location:

To provide Clinical psychiatric care to inpatients, outpatients, and emergency patients at Mt. Edgecumbe Hospital and to provide consultative community psychiatric liaison services for village health care providers, Alcoholism therapy services, Raven's Way counselors, and other referral physicians and providers throughout Southeast Alaska.

I. **KEY RESPONSIBILITIES** Briefly describe the key responsibilities of this job; list in order of importance. (8 spaces are provided, however, most jobs have only 3-8 key responsibilities.) Do not list daily duties and assignments; rather, describe the key functions (or end results) for which this job is responsible. At the beginning of each paragraph, show the approximate percent of the employee's total time devoted to each responsibility in the space provided (%). Begin each sentence with an action verb (e.g. "type", "greet", "arrange", "design", "operate", etc.)

Key Responsibility #1: (25%)

Provide clinical psychiatric care to inpatients in the Mt. Edgecumbe Hospital mental health unit to include psychiatric evaluations, psychotherapy, psychopharmacologic therapy, and other appropriate treatments.

Key Responsibility #2: (25%)

Provide outpatient psychiatric care through the outpatient mental health department to include psychiatric evaluations, psychotherapy and psychopharmacologic therapy.

Key Responsibility #3: (10%)

Provide consultative community psychiatric liaison to village health care providers and referral agencies and physicians throughout Southeast Alaska.

Key Responsibility #4: (10%)

Rotate through emergency call and night schedule to provide 24 hour psychiatric coverage to the hospital emergency room, inpatient mental health units and receive health aide and other telephone referral requests.

Key Responsibility #5: (10%)

Serve as Chief of service as designated by the Medical Director, providing clinical leadership to that service and collaborating with other hospital and corporate staff who work within the service.

Key Responsibility #6: (5%)

Participate in all medical staff functions as requested, to include corporate service plan monitors, quality assurance reviews and meetings.

Key Responsibility #7: (5%)

Abide by medical staff Bylaws and clinical services policies/procedures.

Key Responsibility #8: (10%)

Perform duties in a responsible, respectful, caring manner to promote the most effective physician-patient, physician-family and physician-staff relationships.

II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

MD or DO degree. Satisfactory Completion of AMA approved psychiatric residency program
Certification by the American Board of Psychiatry is preferred but not required.

(B) Is a special course of training required to qualify for this job? [X] No. If so, please specify type and duration.

(C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

None.

III. KNOWLEDGE, SKILL AND ABILITY

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Demonstrated knowledge of clinical psychiatric techniques used for patient assessments and treatments.

Ability to gather information, analyze information and make appropriate clinical documentations and therapeutics plans and carry them out. Demonstrated knowledge and application of allopathic medical theories and therapies.

(B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

- 1) Oral and written communication skills.
- 2) Clinical analytical judgement skills to assess complex situations and make appropriate clinical decisions.
- 3) Ability to work cooperatively with other health care professionals.

IV. DECISION-MAKING/PROBLEM-SOLVING

(A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

Patient assessments and evaluations to determine appropriate therapy.

Patient evaluations and determinations must sometimes be made through remote health workers in villages.

Decisions directly affect patients and their clinical outcomes.

(B) Using the decisions/problems described above, describe how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

These clinical decisions are reached independently or in consultation with peers.

Through medical staff committees, the medical director reviews patient management issues, quality of care and risk management issues and outcome.

V. **RESPONSIBILITY FOR CONTACTS**

Indicate the types of jobs or persons with which this job typically requires contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

<u>Job or Persons Contacted</u>	<u>Purpose of Contact</u>	<u>Frequency in Normal Duties</u>
Patients and their families	To provide care	Frequent
Physicians	To coordinate patient care and consult	Frequent
Psychologists and other therapists	To coordinate patient care and consult	Frequent
Nursing and support staff	To coordinate patient care	Frequent
Village employees	To coordinate patient care	Frequent
Referral agencies	To accept referrals	Frequent
Social workers	To coordinate patient care	Frequent

VI. **MANAGEMENT SPAN AND CONTROL**

Does this job supervise others? ☐ Yes ☒ No